

OTCNINST 1530.6E

OFFICER
CANDIDATE
REGULATIONS

(QUICK REFERENCE GUIDE)

Anchors Aweigh

Verse I

Stand, Navy, out to sea, Fight our battle cry;
We'll never change our course, So vicious foe steer shy-y-y-y.
Roll out the TNT, Anchors Aweigh. Sail on to victory
And sink their bones to Davy Jones, hooray!

Verse II

Anchors Aweigh, my boys, Anchors Aweigh.
Farewell to foreign shores, we sail at break of day-ay-ay-ay.
Through our last night on shore, drink to the foam,
Until we meet once more. Here's wishing you a happy voyage home.

Verse III

Blue of the Mighty Deep; Gold of God's great sun
Let these our colors be till all of time be done, done, done, done,
On Seven Seas we learn Navy's stern call:
Faith, courage, service true with honor over, honor over all.

Marines' Hymn

Verse I

From the Halls of Montezuma
To the shores of Tripoli
We fight our country's battles
In the air, on land, and sea;
First to fight for right and freedom
And to keep our honor clean;
We are proud to claim the title
Of United States Marine.

Verse II

Our flag's unfurled to every breeze
From dawn to setting sun;
We have fought in every clime and place
Where we could take a gun.
In the snow of far-off Northern lands
And in sunny tropic scenes;
You will find us always on the job --
The United States Marines.

Verse III

Here's health to you and to our Corps
Which we are proud to serve;
In many a strife we've fought for life
And never lost our nerve.
If the Army and the Navy
Ever look on Heaven's scenes,

They will find the streets are guarded
By United States Marines.

Code of Conduct

Sir/Ma'am, the _____ article of the Code of Conduct is:

1. I am an American, fighting in the forces which guard my country and our way of life. I am prepared to give my life in their defense.
2. I will never surrender of my own free will. If in command, I will never surrender the members of my command while they still have the means to resist.
3. If I am captured I will continue to resist by all means available. I will make every effort to escape and aid others to escape. I will accept neither parole nor special favors from the enemy.
4. If I become a prisoner of war, I will keep faith with my fellow prisoners. I will give no information nor take part in any action which might be harmful to my comrades. If I am senior, I will take command. If not, I will obey the lawful orders of those appointed over me and will back them up in every way.
5. When questioned, should I become a prisoner of war, I am required to give name, rank, service number, and date of birth. I will evade answering further questions to the utmost of my ability. I will make no oral or written statements disloyal to my country and its allies or harmful to their cause.
6. I will never forget that I am an American, fighting for freedom, responsible for my actions, and dedicated to the principles which made my country free. I will trust in my God and in the United States of America.

Sailor's Creed

Sir/Ma'am, the Sailor's Creed is

Sailor's Creed:

I am a United States Sailor

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy Combat Team with Honor, Courage and Commitment. I am committed to excellence and the fair treatment of all.

Requesting to speak with Staff members

1. Sir/Ma'am, this indoctrination/officer candidate requests permission to speak to Class Chief Petty Officer, Senior/Chief Petty Officer _____, United States Navy.
2. Sir/Ma'am, this indoctrination/officer candidate requests permission to speak to Class Drill Instructor, Gunnery/Staff Sergeant _____, United States Marine Corps.
3. Sir/Ma'am, this indoctrination/officer candidate requests permission to speak to Class Officer, Lieutenant _____, United States Navy.

General Orders of a Sentry

Sir/Ma'am, the _____ General Order of a Sentry is to:

1. Take charge of this post and all government property in view.
2. Walk my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.
3. Report all violations of orders I am instructed to enforce.
4. Repeat all calls from any post more distant from the guard house (quarterdeck) than my own.
5. Quit my post only when properly relieved.
6. Receive, obey, and pass on to the sentry who relieves me all orders from the commanding officer, command duty officer, officer of the deck, and officers and petty officers of the watch only.
7. Talk to no one except in the line of duty.
8. Give the alarm in case of fire or disorder.
9. Call the Officer of the Deck in any case not covered by instructions.
10. Salute all officers and all colors and standards not cased.
11. Be especially watchful at night, and during the time for challenging, challenge all persons on or near my post, and allow no one to pass without proper authority.













Chain of Command







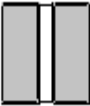








Sir/Ma'am, the _____ person in this indoctrination/officer candidate's chain of command is








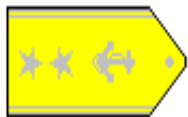







1. Section Leader: _____
2. Class Chief Petty Officer: _____, and
Class Drill Instructor: _____
3. Class Officer: _____
4. Officer Candidate School Lead Class Officer: _____
5. Officer Candidate School Course Supervisor: _____
6. Executive Officer, Officer Training Command Newport: _____
7. Commanding Officer, Officer Training Command Newport: _____
8. Commander, Naval Service Training Command: _____
9. Commander, Naval Education and Training Command: _____
10. Chief of Naval Operations: _____
11. Secretary of the Navy: _____
12. Secretary of Defense: _____
13. Vice-President of the United States: _____
14. President of the United States: _____




OFFICER RANK STRUCTURE

Navy Officer Rank Structure
















Rank		Collar Device	Shoulder Board	Sleeve Insignia
W-2	Chief Warrant Officer Two (CW02)	 <p>Single bar device with a blue background and two gold breaks</p>	 <p>One gold 1/2-inch stripe with three blue breaks outboard a specialty insignia</p>	 <p>One gold 1/2-inch stripe with three blue breaks below a specialty insignia</p>
W-3	Chief Warrant Officer Three (CW03)	 <p>Single bar device with a blue background and one silver break</p>	 <p>One gold 1/2-inch stripe with two blue breaks outboard a specialty insignia</p>	 <p>One gold 1/2-inch stripe with two blue breaks below a specialty insignia</p>
W-4	Chief Warrant Officer Four (CW04)	 <p>Single bar device with a blue background and two silver breaks</p>	 <p>One gold 1/2-inch stripe with one blue break outboard a specialty insignia</p>	 <p>One gold 1/2-inch stripe with one blue break below a specialty insignia</p>
W-5	Chief Warrant Officer Five (CW05)	 <p>Single silver bar device with a thin blue break in the center</p>	 <p>Two thin gold stripes with one blue break outboard a specialty insignia</p>	 <p>Two thin gold stripes with one blue break outboard a specialty insignia</p>

O-1	Ensign (ENS)	 One gold bar	 One gold 1/2-inch stripe outboard of a gold five point star	 One gold 1/2-inch stripe below a gold five pointed star
O-2	Lieutenant Junior Grade (LTJG)	 One silver bar	 One gold 1/2-inch stripe outboard of one 1/4-inch gold stripe outboard of a five point gold star	 One gold 1/2-inch stripe below one 1/4- inch stripe below a gold five pointed star
O-3	Lieutenant (LT)	 Two silver bars	 Two gold 1/2-inch stripes outboard a five pointed gold star	 Two gold 1/2-inch stripes below a gold five pointed star
O-4	Lieutenant Commander (LCDR)	 Gold oak leaf	 One gold 1/2-inch stripe outboard one gold 1/4-inch stripe outboard one gold 1/2-inch stripe outboard one gold five pointed star	 One gold 1/2-inch stripe below one gold 1/4-inch stripe below one gold 1/2-inch stripe below a gold five pointed star
O-5	Commander (CDR)	 Silver oak leaf	 Three gold 1/2-inch stripes outboard a five pointed gold star	 Three gold 1/2-inch stripes below a gold five pointed star

O-6	Captain (CAPT)	 Silver eagle	 Four gold 1/2-inch stripes outboard a five pointed gold star	 Four gold 1/2-inch stripes below a gold five pointed star
O-7	Rear Admiral Lower Half (RDML)	 One silver five pointed star	 Gold shoulder boards with one silver five pointed star outboard a silver fouled anchor	 One gold 2-inch stripe below a gold five pointed star
O-8	Rear Admiral (RADM)	 Two silver five pointed stars	 Gold shoulder boards with two silver five pointed stars outboard a silver fouled anchor	 One gold 2-inch stripe below one gold 1/2-inch stripe below a gold five pointed star
O-9	Vice Admiral (VADM)	 Three silver five pointed stars	 Gold shoulder boards with three silver five pointed stars outboard a silver fouled anchor	 One gold 2-inch stripe below two gold 1/2-inch stripes below a gold five pointed star
O-10	Admiral (ADM)	 Four silver five pointed stars	 Gold shoulder boards with four silver five pointed stars outboard a silver fouled anchor	 One gold 2-inch stripe below three gold 1/2-inch stripes below a gold five pointed star















O-11	Fleet Admiral (FADM)	 <p>Five silver five pointed stars</p>	 <p>Gold shoulder boards with five silver five pointed stars outboard a silver fouled anchor</p>	 <p>One gold 2-inch stripe below four gold 1/2-inch stripes below a gold five pointed star</p>
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Marine Corps Officer Rank Structure

Rank		Collar Device	
W-1	Warrant Officer (W1)		Single bar device with a red background and one gold break
W-2	Chief Warrant Officer Two (CWO2)		Single bar device with a red background and two gold breaks
W-3	Chief Warrant Officer Three (CWO3)		Single bar device with a red background and one silver break
W-4	Chief Warrant Officer Four (CWO4)		Single bar device with a red background and two silver breaks
W-5	Chief Warrant Officer (CWO5)		Single silver bar device with a thin red break in the center
O-1	Second Lieutenant (2nd LT)		One gold bar
O-2	First Lieutenant (1st LT)		One silver bar
O-3	Captain (CPT)		Two silver bars
O-4	Major (MAJ)		Gold oak leaf
O-5	Lieutenant Colonel (LTCOL)		Silver oak leaf
O-6	Colonel (COL)		Silver eagle
O-7	Brigadier General (BGEN)		One silver five pointed star
O-8	Major General (MGEN)		Two silver five pointed stars
O-9	Lieutenant General (LGEN)		Three silver five pointed stars
O-10	General (GEN)		Four silver five pointed stars

ENLISTED RANK STRUCTURE

Navy Enlisted Rank Structure

Rank		Collar Device	Sleeve Insignia
E-1	Seaman Recruit	None	None
E-2	Seaman Apprentice	 Two diagonal bars	 Two diagonal stripes
E-3	Seaman	 Three diagonal bars	 Three diagonal stripes
E-4	Petty Officer Third Class	 One eagle above one chevron	 One eagle above one chevron
E-5	Petty Officer Second Class	 One eagle above two chevrons	 One eagle above two chevrons
E-6	Petty Officer First Class	 One eagle over three chevrons	 One eagle above three chevrons
E-7	Chief Petty Officer	 Gold fouled anchor with silver USN centered across the anchor	 One eagle above one rocker above three chevrons
E-8	Senior Chief Petty Officer	 Gold fouled anchor with silver USN centered across the anchor below one silver star	 One silver star above one eagle above one rocker above three chevrons

E-9	Master Chief Petty Officer	 Gold fouled anchor with silver USN centered across the anchor below two silver stars	 Two silver stars above one eagle above one rocker above three chevrons
E-9	Master Chief Petty Officer Of the Navy	 Gold fouled anchor with silver USN centered across the anchor below three silver stars	 Three gold stars above one eagle above one rocker above three chevrons with a gold star specialty mark

PHONETIC ALPHABET

Letter	Pronunciation	Letter	Pronunciation
A Alpha	AL fah	N November	no VEM ber
B Bravo	BRAH voh	O Oscar	OSS cah
C Charlie	CHAR lee	P Papa	pah PAH
D Delta	DELL tah	Q Quebec	kay BECK
E Echo	ECK oh	R Romeo	ROW me oh
F Foxtrot	FOKS trot	S Sierra	see AIR rah
G Golf	GOLF	T Tango	TANG go
H Hotel	hoh TELL	U Uniform	YOU nee form
I India	IN dee ah	V Victor	VIK tah
J Juliet	JEW lee et	W Whiskey	WISS key
K Kilo	KEY loh	X X-Ray	ECKS ray
L Lima	LEE mah	Y Yankee	YANG key
M Mike	MIKE	Z Zulu	ZOO loo












DISCIPLINE,

D-I-S-C-I-P-L-I-N-E,

Discipline is the instant willing obedience to orders, respect for authority, and self reliance.

Freeze Candidate Freeze

Marine Corps Enlisted Rank Structure

Rank		Sleeve Insignia and Collar Devices	
E-1	Private	None	
E-2	Private First Class		One chevron
E-3	Lance Corporal		One chevron over crossed rifles
E-4	Corporal		Two chevrons over crossed rifles
E-5	Sergeant		Three chevrons over crossed rifles
E-6	Staff Sergeant		Three chevrons over crossed rifles over one rocker
E-7	Gunnery Sergeant		Three chevrons over crossed rifles over two rockers
E-8	Master Sergeant		Three chevrons over crossed rifles over three rockers
E-8	First Sergeant		Three chevrons over one diamond over three rockers
E-9	Master Gunnery Sergeant		Three chevrons over a bursting bomb over four rockers
E-9	Sergeant Major		Three chevrons over one star over four rockers
E-9	Sergeant Major of the Marine Corps		Three chevrons over the Marine Corps emblem centered between two five pointed stars over four rockers

BREAST INSIGNIA/SLEEVE DEVICES

Officer Breast Insignia

Naval Aviator Insignia: A gold embroidered or gold metal winged pin with a fouled anchor behind a shield in the center.



Naval Flight Officer Insignia: A gold embroidered or gold metal winged pin with a set of small, crossed, fouled anchors behind a shield in the center.



Surface Warfare Insignia: A gold embroidered or gold metal pin, with the bow and superstructure of a modern naval warship superimposed on two crossed swords, on a background of ocean swells.



Submarine Warfare Insignia: A gold embroidered or gold metal pin showing the bow view of a submarine proceeding on the surface with bow planes rigged for diving flanked by dolphins in horizontal position, their heads resting on the upper edge of the bow planes.



Special Warfare Insignia: A gold metal pin with an eagle holding a trident and a handgun, in front of an anchor.



Naval Aviation Supply Insignia: A gold embroidered or gold metal winged pin with a supply corps oak leaf in the center.



Submarine Supply Insignia: A gold embroidered or gold metal pin with two dolphins facing a supply corps oak leaf in the center.



Surface Supply Insignia: A gold embroidered or gold metal pin with a supply corps oak leaf centered on the bow and superstructure of a modern naval warship superimposed on two crossed naval swords, on a background of ocean swells.



Diving Officer Insignia: A gold metal pin with two upright sea horses facing a diving helmet, and two tridents projecting upward and canted outward from the diving helmet's cover. A double Carrick bend superimposed on the breast plate.












Seabee Combat Warfare Specialist Insignia: A gold metal pin with a bee on crossed sword and gun superimposed on an anchor on a background of leaves.



Special Operations Officer Insignia: A gold embroidered or gold metal pin, with the bow and superstructure of a modern naval warship on a background of ocean swells with an ordnance disposal bomb over crossed lightning rays on one side, and a diving helmet over two tridents on the other.



Officer Sleeve, Shoulder Board and Collar Devices

	Sleeve and Shoulder Board Devices	Collar Devices
Line and Restricted Staff	 <p>A gold embroidered five-pointed star.</p>	  <p>Rank insignia are worn on both collars</p>
Supply Corps	 <p>A gold embroidered sprig of three oak leaves and three acorns.</p>	  <p>A gold metal sprig of three oak leaves and three acorns worn on the left collar. Rank insignia is worn on the right collar.</p>
Civil Engineer Corps	 <p>Two gold embroidered sprigs of two oak leaves and a silver acorn in each sprig.</p>	  <p>A gold metal pin with two sprigs of two oak leaves and a silver acorn in each sprig worn on the left collar. Rank insignia is worn on the right collar.</p>

NAVAL MISSION

The mission of the Navy is to maintain, train and equip combat-ready Naval forces capable of winning wars, deterring aggression and maintaining freedom of the seas.

WARFARE

Levels of War

Strategic level focuses on supporting national goals.

Operational level concerns forces collectively in theater.

Tactical level involves the details of individual engagements.

War at Sea

War at sea is the application of decisive offensive force to achieve control of the sea which is the first step in establishing our superiority in any region.

Littoral Warfare

Littoral warfare is warfare in that portion of the world's land masses, adjacent to the oceans within direct control of and vulnerable to the striking power of sea-based forces.

Naval Tactical Mission

Strike Warfare – Any combination of naval forces that intends to inflict damage on or destroy the target objective.

Amphibious Warfare – Establishing a landing force on a hostile shore.

Electronic Warfare (EW) – Deny the enemy effective use of the electromagnetic spectrum.

Air Warfare (AW) – Those actions required to destroy or reduce the enemy air and missile threat to an acceptable level.

Undersea Warfare (USW) – Those actions taken to deny the enemy effective use of his submarines and the undersea environment.

Surface Warfare (SUW) – Deny the enemy effective use of his surface warships and merchant capability.

FIFTEEN LEADERSHIP TRAITS

Remember these by this mnemonic aid: JJ DID TIE BUCKLE H.

- | | |
|-------------------|---|
| 1. Judgment | The ability to weigh facts and possible solutions on which to base sound decisions. |
| 2. Justice | Giving reward and punishment according to merits of the case in question; the ability to administer a system of rewards and punishments impartially and consistently. |
| 3. Decisiveness | Ability to make decisions promptly and to announce them in clear, forceful manner. |
| 4. Initiative | Taking action in the absence of orders. |
| 5. Dependability | The certainty of proper performance of duty. |
| 6. Tact | The ability to deal with others without creating offense. |
| 7. Integrity | Uprightness of character and soundness of moral principles; includes the qualities of truthfulness and honesty. |
| 8. Endurance | The mental and physical stamina measured by the ability to withstand pain, fatigue, stress and hardship. |
| 9. Bearing | Creating a favorable impression in carriage, appearance and personal conduct at all times. |
| 10. Unselfishness | Avoidance of providing for one's own comfort and personal advancement at the expense of others. |
| 11. Courage | The mental quality that recognizes fear of danger or criticism, but enables a man to proceed in the face of it with calmness and firmness. |
| 12. Knowledge | Understanding of a science or an art. The range of one's information, including professional knowledge and an understanding of your Sailors. |
| 13. Loyalty | The quality of faithfulness to country, the Navy, the unit, to one's seniors, subordinates and peers. |
| 14. Enthusiasm | The display of sincere interest and exuberance in the performance of duty. |
| 15. Honor | To regard or treat with honor, esteem, or respect; to revere; to treat with deference and submission. |

Office Entry/Exit Procedures

1. Approach the door from the starboard with the right shoulder four inches from the bulkhead and halt so that the shoulder is even with the doorframe. Check appearance prior to stepping off.
2. Stepping off with the left foot, move to the center of the doorway, halt, and execute a right face and adjust to center of the doorway. With the palm of the right hand, knock three times at eye level on the doorframe in a loud, vigorous manner and await acknowledgement. If told to enter, proceed to the next section. If instructed to state business, then sound off, "Sir/Ma'am, Officer Candidate _____, Class XX-XX," and state business. If told to wait, conduct a right face, proceed to a position just starboard of the doorway and will wait.

Proceeding to the Desk:

1. If proceeding to the desk of an enlisted staff member and no officer is present, or to a staff officer's desk and no senior officer is present, enter the office when directed. Move in the most direct route to a position 12 to 18 inches in front of, and centered on, the desk of the person who authorized the entry.
2. If proceeding to the desk of an enlisted staff member and an officer is present, or to a staff officer's desk and a senior officer is present, take one step into the office and halt when directed to enter. Face the officer or senior officer. If covered, salute the officer and hold while giving the greeting of the day; if uncovered, simply give the greeting of the day. Await acknowledgment. Move direct route to a position 12 to 18 inches in front of, and centered on, the desk of the person who authorized the entry.

At the Desk:

1. Report: "Sir/Ma'am, Officer Candidate _____, Class XX-XX, reporting to _____ as ordered." or, when requesting to speak: "Sir/Ma'am, Officer Candidate _____, Class XX-XX, requests permission to speak to _____." If covered and interviewing with an officer, the report is rendered with a salute.
2. If told to "stand at ease," the candidate may do so but may not sit down unless specifically told to "sit down," "have a seat," etc. Initially when seated, the candidate will sit at attention unless told to be at ease.

Dismissal:

1. When dismissed or instructed to "carry on," if at any position other than attention, the candidate will come to attention.
2. Take one step to the rear with the left foot. The left arm swings six inches forward and the right arm 3 inches to the rear of the right leg. Bring the right heel against the left, assuming the position of attention.
3. Answer "Aye Aye, sir/ma'am." If covered and interviewing with an officer, the report is rendered with a salute.

Exiting:

1. If interviewing with an enlisted staff member and an officer is present or if interviewing with an officer and a senior officer is present, face the officer or senior officer. If covered, salute the officer and hold while giving the greeting of the day; if uncovered, simply give the greeting of the day. Await acknowledgment.
2. Execute an appropriate facing movement (left, right or about face) to face the door in the most direct manner.
3. Cross the threshold with the left foot first, pivoting smartly 90 degrees to the starboard, simultaneously turning the head starboard towards the office and rendering the appropriate greeting of the day.
4. If proceeding back with a group, proceed around the deck until returning to the tail end of the group awaiting interviews.

Awaiting Office Entry - If waiting to enter an office, position yourself on the starboard side of the doorway, at parade rest, back to the bulkhead with heels four inches from the bulkhead. Situational awareness of the deck is required to ensure appropriate honors are rendered. When a staff member steps onto the same deck as the candidate, the candidate will brace and give the greeting of the day. If several candidates are waiting and a senior steps onto the same deck, one candidate will give the others a standby and all will give the greeting of the day simultaneously. Once a candidate's name has been called, the candidate will perform the office entry procedure. If several candidates are waiting and one candidate enters the office, the next candidate in line will give the necessary facing movements to move the line down to wait next to the doorframe.

Chow Hall Procedures:

(1) After marching up the sidewalk in front of the Ney Hall, the class will execute the appropriate column movement and halt before the steps leading to the seaward side entrance.

(2) The Section Leader will relieve the drill body and then proceed by marching to a position in front of the outboard squad, execute a column left and march up to the second set of steps. When the Section Leader's left foot strikes the deck of the top step the section leader will turn their head to the right and give the greeting of the day. The Section Leader then performs a left face, centers themselves on the second squad leader, and faces left again. At this time the Section Leader will ground their toes to the edge of the top step by executing a series of short choppy steps while looking down.

(a) The Section Leader will then give the order, "Guide, post the guidon." The guide responds, "Aye Aye, Section Leader."

(b) The Section Leader will give the command to ground canteens, gear, etc. After the guide returns to his/her position in the rear of the formation, the Section Leader will then command "Class XX-XX, upon receiving the command of execution 'March' you will half step up the ladder well and reform at the door." The class will respond, "Aye Aye, Section Leader."

(c) The Section Leader will then command, "Half Step, March." The class will then execute the movement while the Section Leader marches backwards with the class, at the same time calling cadence.

(d) The Section Leader will halt the class at the end of the sidewalk.

(e) The Section Leader will then command, "Ready, Adjust," at which time all candidates will secure/adjust any uniform items, ensure everyone is presenting a neat cleanly appearance, and reform at the door exactly one forearms distance apart. While doing so the class will respond with:

"Discipline, D...I...S...C...I...P...L...I...N...E, Discipline is the instant willing obedience to orders, respect for authority and self-reliance. Freeze candidate freeze."

(f) The Section leader will then command, "Standby to sanitize." The class will respond, "Standby to sanitize Aye Aye Section Leader." The Section Leader will command, "MOVE." The entire class will respond "KILL". On this command every squad leader with the exception of fourth squad leader will snap their head to the right. The class will proceed to the hand sanitizer, filing off one squad at a time until reformed in platoon formation, and wait for the next command.

(g) The Section Leader will then command, "Door bodies off the rear."

(h) The class will respond, "Door bodies off the rear, Aye Aye, Section Leader." Followed immediately by "Aye Aye, Section Leader" from the two door bodies.

(i) The two door bodies will execute the appropriate facing movements to exit the formation, proceed to the hatch, with the second door body centered on the section leader. The second door body will respond "door bodies reporting as ordered Section Leader." The Section Leader will respond, "door bodies, post." Both door bodies respond "aye, aye Section Leader." Both door bodies will execute a right face, take one-step forward, face right, and take one-step backwards, positioned abreast of the Section Leader.

(j) The Section Leader will then order, "Door bodies, report status of chow hall deck." The door bodies will respond, "Aye Aye, Section Leader." The second door body will take one-step forward, face left and proceed to the second door. The first door body will open the first door for the second door body.

(k) The second door body will look through the door inside the chow hall to see if any classes are standing in line. If there are less than eight candidates in line, the door body will respond, "Chow hall deck all clear, Section Leader." The entire class will repeat this last statement. If there is a class standing in the chow line, the door body will respond, "Chow hall deck not clear, Section Leader." The entire class will repeat this statement. The Section Leader will command, "report status of chow hall deck when chow hall decks all clear." The door body will respond, "Aye Aye, Section Leader," and monitor the status of the line in the chow hall until it is clear, at which time the candidate will follow the procedure for announcing the chow hall deck all clear.

(l) The Section Leader will then order, "Door body, crack the door". The door body will respond, "Aye, Aye Section Leader," execute one step forward, face left, march to the second door, execute a right face and crack the door while back stepping.

(m) The Section Leader will step forward with the left foot towards the chow hall door, step on the doorframe, lean into the chow hall, and state, "Class XX-XX, marching in for chow." The Section Leader will then take his original position, by executing two right faces, march to his original position, execute a left face, and take one back step. The class will respond, "Class XX-XX, marching in for chow, Aye Aye, Section Leader."

(n) The Section Leader will command, "Column of files from the right (or left)". The appropriate squad leader will then order, "Forward," and the other squad leaders then turn their heads to the right and order, "Stand fast," and the Section Leader will then give the order, "March". The designated squad will then step forward, remove their covers and sound off by number in sequence as the left foot strikes the door frame, until all members of the class have entered. Covers will be stowed in the starboard cargo pocket of the NWU trousers. The first and last candidates will give the greeting of the day instead of their number.

(o) The first door body will relieve the second door body and then follow the last squad member into the chow hall.

Inside the Chow Hall:

(1) Once inside the mess, the class will continue single file until formed into a column of twos stopping at the edge of the carpet.

(2) The Section Leader will remain at the end of the line waiting for the class to form. The Section Leader will center his/herself at the first stanchion and order "proceed class XX-XX". The class will respond with "Aye Aye, Section Leader". The front candidate in the port line will command.

"Forward, march" (over right shoulder), The entire class will take a step at the same time with their left foot saying, "step freeze". The first candidate will then command, "stand fast". Front Candidate in the Port line stands fast, while the starboard side candidate takes six steps forward, and left flanks. Port line steps off on Starboard's fourth step, takes two steps and flanks together with Starboard.

(3) When a candidate arrives at the stack of trays, he/she will retrieve a tray and silverware as instructed by the class team. The candidate will then execute two side steps or appropriate facing movements in order to form a line at the serving area. Candidates will be instructed as to what drink and foods are authorized by the class team. Candidates will hold their trays with a posture of elbows tucked into sides, wrists and forearms straight and parallel to the deck. Candidates will proceed through the serving line by sidestepping along the food serving area and continue sidestepping around to the drink dispenser. Candidates will then stop to get the designated beverages, and then execute a facing movement in order to form a line at the water station. Once water is placed on tray, candidates will then march to appropriate tables for seating.

(4) Upon arriving at the table at which they are to sit, candidates will place their tray on the table, arrange their glasses and silverware, stage jackets if necessary and then stand behind their chair. Candidates will then take out their study notepads and study their knowledge.

(5) Candidates will arrange their trays as follows:

- (a) The tray will be placed one fist width from the outboard edge and grounded to the near edge of the table.
- (b) Glasses will be placed on the table grounded to the forward edge of the tray, with water being placed on the starboard side.
- (c) The plate will be centered and grounded to the bottom edge of the tray.
- (d) Salad bowl will be grounded on the port side. Fruit bowl will be grounded on the starboard side.
- (e) Bread, butter and condiments will be centered and grounded to the upper edge of the tray.
- (f) Silverware will be set with the fork to port of the plate, the knife to starboard of the plate, cutting edge inboard with the spoon starboard of the knife.
- (g) Silverware will be grounded to the bottom of the tray.
- (h) Once the candidate has arranged the tray, he/she will return to the position of attention.

At the Table:

All candidates will wait to be seated by the Section Leader. The following commands will be given in a low monotone voice:

- (1) "Put it away, Class XX-XX." The class responds "Aye Aye, Section Leader". Candidates will put away their study materials then return to the position of attention.
- (2) Section Leader: "Class XX-XX, these tables, both sides, ready, seats." Candidates will pull out their chairs, enter from the starboard side and take a seat.
- (3) "Adjust." (Candidates slide towards the table grabbing the bottom of the chair with the port hand. Candidate's stomach will be touching the table, sitting on the front one third of the chair).
- (4) "Pray at will." Candidates will snap their heads down and then at the same time respond with "snap". (Candidates are given approximately 10 seconds to bless their meal, if they wish).
- (5) "Ready, eat." Candidates snap their heads to the front and then at the same time respond with "snap".
- (6) The Section Leader then commands, "Class XX-XX, this is your 20 minute warning". The class replies, "Aye Aye, Section Leader." (Commence meal) The section leader then gives 15, 10, and 5-minute warnings.
- (7) Candidates are not allowed to talk during the meal. The greeting of the day will not be given in the chow hall except upon entering and exiting.

Exiting the Chow Hall:

(1) When there is one-minute remaining, the Section Leader will command, “Put it away Class XX-XX.” At that time, all candidates will respond, “Aye Aye, Section Leader,” and finish all of their fluids.

(2) When the allotted time has expired, the Section Leader will command, “Class XX-XX, this is your immediate warning.” If napkins are being used candidates will fold up their napkin, one inch by one inch, and place it under their plate.

(3) The Section Leader then commands, “Class XX-XX, prepare to ground glasses on tray.” The class will respond, “Aye Aye, Section Leader,” and place their starboard hand against the edge of the table, fingertips touching the edge. When the Section Leader calls, “Ready,” the entire class will grab glasses with starboard hand. On the command, “Move,” the entire class places glasses on trays.

(4) The Section Leader will then command, “Class XX-XX, prepare to take your feet.” The class will respond, “Aye Aye, Section Leader.” The Section Leader will then command, “Ready,” at which point the class will grab the back of their chair with their starboard hand. Upon the command, “Move,” the entire class will stand and exit to the port of their chairs, ground chairs to the table, and then come to the position of attention (If candidates have jackets the Section Leader will then command “Class XX-XX, prepare to don foul weather jacket or NWU Parka” The class will respond, “Aye Aye, Section Leader.” The Section Leader will then command, “Ready, move” the class puts on their jackets and glowbelts and return to the position of attention.

(5) The Section Leader will then command, “Class XX-XX, prepare to face the scullery.” The class will respond, “Aye Aye, Section Leader.” The Section Leader then commands “Ready, move.” The class will execute the appropriate facing movement to face toward the scullery.

(6) The Section Leader will then command, “Class XX-XX, prepare to recover trays.” The class will respond, “Aye Aye, Section Leader,” and upon the command, “Ready, move,” the class will pick up trays and assume a posture of elbows tucked into sides, wrists and forearms straight and parallel to the deck.

(7) The Section Leader will command, “Column of files from the right (or left).” The appropriate squad leader will order “Forward,” after which the other squad leader will order, “Stand fast.” The Section Leader will then order, “March.” The class will then file out, depositing trays at the scullery. The first two candidates to the scullery will deposit all trays for the class. The third and fourth candidates will hold the doors open for the rest of the class. The first and last candidates out of the mess will render the greeting of the day. As the Candidates cross the threshold of the inner door, they will don their hear gear and gloves if necessary.

(8) Once outside, the class will retrieve canteens and form up into a class formation at the position of attention and the Section Leader/Drill Body will march them to the next scheduled event.